

CONFIDENTIAL

25X1A6a

23 March 1961

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MEMORANDUM FOR: [REDACTED]

THROUGH:

Director of Training
A/Deputy Director (Support) /s/m/s 30 MAR 1961

SUBJECT:

Use of Facilities (INSTRUCTOR TRAINING COURSE)

1. It would be appreciated if we could schedule the use of an appropriate classroom and accompanying facilities in order to conduct an Instructor Training Course during the period 19 - 23 June 1961.

2. Perhaps you will recall we conducted two similar courses recently at Site A using the classroom facilities on the top floor of the Administration Building. If similar facilities could be reserved for this period it would be very much appreciated. This advance request is made since we are aware of frequent use of your facilities. Can you send us confirmation of these dates as soon as possible?

3. As before, approximately seven or eight personnel would be in attendance and BOQ and messing facilities would be needed. If approved, further details would be sent you prior to the actual dates.

JOB NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. /O NO CHANGE
IN CLASS/ [REDACTED] CLASS/ [REDACTED] CHANGED TO: TS S [REDACTED] FEE. INST. 22
NEXT REV DATE /O REV DATE /O REVIEWED /O TYPE DOC. 02
NO. PGS / CREATION DATE /O [REDACTED] ORG COMP /O [REDACTED] ORG CLASSIC
REV CLASS C REV COORD. AUTH: HR 70-3

(S)

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Educational Specialist

Distribution:

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1 - DD/S Chrono
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SUBJECT: Request for Authority to Construct Residential Quarters

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DISTRIBUTION:

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1 - Return to [REDACTED] if approved

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